

5 FAH-1 H-700 DEPARTMENT NOTICES

5 FAH-1 H-710 USING THE DEPARTMENT NOTICE

(CT:CH-39; 09-09-2014)
(Office of Origin: A/GIS/GPS)

5 FAH-1 H-711 GENERAL

(CT:CH-39; 09-09-2014)

- a. Department Notices are used for the subjects set forth in 5 FAH-1 H-714. The office with primary responsibility for the Notice is responsible for getting the appropriate clearances before submission to the Office of *Global Information Services (A/GIS)*. Department Notices are used to disseminate general information domestically and worldwide.
- b. Department Notices must not be used to publicize regulatory material or organizational changes in place of the Foreign Affairs Manual (FAM). Department Notices may be used to convey interim regulatory changes. In this case, each notice must be cleared through the Office of Directives Management (A/GIS/DIR) staff.
- c. Department Notices are electronically distributed approximately one business day after receipt by *A/GIS*.

5 FAH-1 H-712 APPROVAL AUTHORITY

(CT:CH-39; 09-09-2014)

The Director of the Office of Global *Information Services (A/GIS)* or a designated representative is the official authorized to approve printing and releasing of Department Notices.

5 FAH-1 H-713 RESPONSIBILITY

(TL:CH-4; 07-31-2002)

The office disseminating information by Department Notice must draft and obtain clearance and approval of an office director or above.

5 FAH-1 H-714 SUBJECTS

(CT:CH-15; 04-25-2007)

Department Notices may be used to announce the following:

- (1) Appointment or assignment of office directors or above;
- (2) Interim organizational changes and/or office relocations;
- (3) Establishment or discontinuance of general services;
- (4) Reminders of operational processes and procedures;
- (5) Announcements of products and services offered by Department elements;
and
- (6) Events or information of interest to the general Department's population.

5 FAH-1 H-715 ANNOUNCING APPOINTMENTS

(TL:CH-4; 07-31-2002)

- a. Officers announce the appointment of assistant secretaries or higher level officials only with prior clearance from the Bureau of Human Resources unless the word "acting" or "designee" precedes the title of the position.
- b. Officers announce the Deputy Secretary's Committee has cleared the appointment of a Deputy Assistant Secretary only after the assignment.
- c. The appointment of an office director should be announced only after the bureau's executive director verifies the appointment.

5 FAH-1 H-716 THROUGH H-719 UNASSIGNED

(TL CH-4; 07-31-2002)